



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. MIKE FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATIVE SERVICES

July 6, 1999

**MEMORANDUM SA 99-36**

TO: Fiscal Officers  
All State Agencies

FROM: F. Howard Karlton, CPA  
Director

SUBJECT: Electronic Funds Transfers (EFT)

We are proud to announce that effective June 1, 1999, the Division of Administration in conjunction with the State Treasurer's Office, obtained the ability to issue payment through Electronic Fund Transfer (EFT). This payment process will electronically transfer monies from our bank account to the vendor's bank account, thus eliminating the printing and postage costs associated with producing checks. Several vendors were selected for the pilot. Attached is an Infomaker report listing the vendor codes with active EFT records. These vendors will be pilots for EFT for the next two months. During this period, we will be monitoring the process closely. Upon completion of the three months, we are looking forward to adding Morris & Dickson and other vendors.

An AFS EFTT table entry has been established for the vendors currently on EFT. This table records the vendor's bank account information for the purposes of generating an EFT transaction. Payments issued to the vendor codes tied to active EFT records will not issue a paper check or check stub. Check stub information will be sent to the vendor's bank in electronic form. Agencies do not have access to the EFTT table.

To determine whether a vendor is on EFT, access the VEN2 screen of AFS. Scan for the desired vendor number, and look at the "EFT STATUS" field. The letter "A" indicates an active EFT record.

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ACTION: R SCREEN: VEN2 USERID: Z107E45          06/24/99  05:14:45 PM

                                V E N D O R

VENDOR= 726000226 01
                MISC VENDOR IND: N                LAST ACTION DATE: 05 27 99

----- VENDOR ADDRESS -----
NAME: CADDO PARISH                                MASTER VENDOR IND: N
NAME2: SHERIFFS SALARY FUND                        PRIMARY VENDOR IND: N
ADDRESS: CADDO PARISH COURTHOUSE                    1099 IND: N
          : 501 TEXAS ST RM 101                      BACKUP WITHHOLDING:
CITY: SHREVEPORT                                STATE: LA        FEDERAL ID#: 726000226
ZIP: 71101 5410                                PARISH: 09
CONTACT: SHEILA RYNDERS
PHONE: 318 226 6555

PREVENT DELETION: N                SINGLE CHECK: N
PYMT HOLD IND: N                EFT STATUS: A
STATUS CODE: 1 / ACTIVE
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POST OFFICE BOX 94095 . STATE CAPITOL ANNEX . BATON ROUGE, LA 70804-9095  
(225) 342-0708 . Fax (225) 342-1053  
AN EQUAL OPPORTUNITY EMPLOYER

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CALENDAR YTD AMT:	551,628.42	PRIOR CALENDAR YEAR AMT:	1,329,745.51
FISCAL YTD AMT:	1,212,967.73	PRIOR FISCAL YEAR AMT:	1,350,861.14

The EFT disbursement process will run each night and select the payment vouchers that are to be issued through EFT. The same criterion is applied to EFT payment vouchers as is used in the Automated Disbursements process for paper checks. The EFT process will run before Automated Disbursements. This is done to allow Automated Disbursements to issue a check for payment vouchers whose vendor's EFT record has been inactivated or deleted after the payment voucher has been entered but before the scheduled payment date arrives.

EFT payments may be consolidated or sent out singly in the same manner as paper checks. To differentiate EFT payments from paper checks, the EFT transaction will begin with a transaction code of "EF" and the first EFT transaction will be numbered EF000000000001. The last 11 digits will be sequentially assigned statewide from that point on. The EFT number will appear on all tables that record check numbers. On the AFS WREC table, the EF transactions will be under bank account code "03". The "WARRANT DATE" field contains the date our bank processed the EFT payment. The "LAST ACTION DATE" field contains the date the system built the file. EF transactions post to WREC with a 'C'leared status when issued. There may be a delay in transmission if payment falls on a Federal Reserve Bank Holiday (See Attachment).

ACTION: R SCREEN: WREC USERID: Z107E45 06/28/99 01:44:49 PM

WARRANT RECONCILIATION ( 1 OF 2 )

BANK ACCOUNT CODE= 03

WARRANT NO	FUND	VENDOR NAME	WARRANT DATE	AMOUNT	STAT	LAST ACT DATE
=====	=====	-----	-----	-----	-----	-----
EF000000000001	672	KEY OFFICE EQUIPMENT I	06 11 99	362.06	C	06 10 99
EF000000000002	355	Q SYSTEM COMPUTERS INC	06 14 99	408.95	C	06 11 99
EF000000000003	265	KEY OFFICE EQUIPMENT I	06 16 99	306.56	C	06 15 99
EF000000000004	402	Q SYSTEM COMPUTERS INC	06 17 99	315.00	C	06 16 99
EF000000000004	657	Q SYSTEM COMPUTERS INC	06 17 99	3,713.34	C	06 16 99
EF000000000005	265	KEY OFFICE EQUIPMENT I	06 17 99	352.25	C	06 16 99
EF000000000005	355	KEY OFFICE EQUIPMENT I	06 17 99	132.83	C	06 16 99
EF000000000005	370	KEY OFFICE EQUIPMENT I	06 17 99	1,304.98	C	
EF000000000006	351	KEY OFFICE EQUIPMENT I	06 18 99	913.26	C	06 17 99
EF000000000007	107	KEY OFFICE EQUIPMENT I	06 21 99	247.94	C	06 18 99
EF000000000007	305	KEY OFFICE EQUIPMENT I	06 21 99	600.02	C	
EF000000000007	308	KEY OFFICE EQUIPMENT I	06 21 99	8.67	C	06 18 99
EF000000000008	753	Q SYSTEM COMPUTERS INC	06 22 99	147.26	C	06 21 99
EF000000000009	512	KEY OFFICE EQUIPMENT I	06 23 99	96.05	C	06 22 99

If you need to review what disbursements were paid, you could access the AFS STUB table. To access "STUB," you will enter "EF" in the "TRANS CODE" field, enter the 11 digit number you desire in the check number field, and enter "03" in the "BANK ACCT CODE" field (Note: The code is valid for EFT payments only).

ACTION: R SCREEN: STUB USERID: Z107E45 06/28/99 02:03:44 PM

C H E C K S T U B

TRANS CODE= <b>EF</b>	CHECK #= <b>00000000001</b>	BANK ACCT CODE= <b>03</b>	
CHECK DATE: 06 11 99		TOTAL CHECK AMOUNT:	362.06
CHECK CAT:		APPLICATION TYPE: 99	
VENDOR: 72126349400		NAME: KEY OFFICE EQUIPMENT INC	
ADDRESS: STE 29			
: 12232 INDUSTRIPLEX BLVD			
CITY: BATON ROUGE	STATE: LA	ZIP: 70809	
DOCUMENT ID	REF DOCUMENT ID	INVOICE #	COMMENTS
672 991994541	PO672993382750	786	
672 991994541	PO672993382750	786	DISCOUNT
			LINE AMOUNT
			367.57
			-5.51

If the vendor contacts your agency requesting a copy of the "STUB," advise them to call the OSRAP Helpdesk. The vendors have agreed to receive remittance information from their bank as a condition of enrollment in the EFT payment program; therefore, they should have no need to have a copy of the "stub."

The system will generate the following reports for the EFT process, which in some instances mirrors reports generated from Automated Disbursements. The following EFT reports are available in Bundl (Refer to the ISIS/AFS Reports Manual for examples):

#### AD REPORT

1G06 A & B  
1G07 A & B  
1G24

1G18

#### EFT REPORT

1G25 Scheduled Payment Turnaround Report  
1G26 Unscheduled Payment Turnaround Report  
1G28 Discounts Taken and Lost Report for Funds Transferred  
1G29 Voucher Payment Electronic Funds  
1G30 EFT Vouchers Not Paid Report (Report of vendors whose EFTT record has been inactivated or deleted after the PV has accepted. A paper check will issue if all Automated Disbursement criteria are met).  
1G31 EFT Tape Register (A listing of EFTT transactions transmitted to the ACH (OSRAP/STO Only)  
1G44 Million Dollar EFT (OSRAP/STO)  
1G52 EFT Return Report (OSRAP/STO)  
2G46 Monthly EFT Register (OSRAP/STO)

Only OSRAP may void EF transactions. OSRAP reviews the 1G52 report on a daily basis and will resolve any problems with the EF transactions. All requests to have EF transactions voided will be initiated by OSRAP. Only those EF transactions that appear on the 1G52 report may be voided and reissued (CX TYPE 1). Since EF transactions are sent directly to the vendor's bank account, CX TYPE 3 transactions will not be processed. If the vendor is paid in error, the agency will have to request a refund from the vendor.

If you have any questions regarding this memorandum or the EFT process, please contact the OSRAP Help Desk at (225) 342-1097. If a vendor with questions concerning the EFT payment process (i.e., enrollment, receipt of remittance advises), refer that vendor to the OSRAP Help Desk. Agencies should resolve vendor questions concerning the proper posting of EFT payments.

FHK:jh

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Attachments

C:      Mr. Gary Hall, CPA  
         Denise Lea  
         Connie Carlton  
         Susan Smith